

OPEN POSITION

Senior Director of Philanthropy

Department: Mission Development

Location: Flexible

Position Overview

The Senior Director of Philanthropy (Sr. DOP) personally represents and ignites benefactors and potential benefactors to passion and action in support of our work. The Sr. DOP cultivates major and principle gifts to allow the organization to grow and enhance our apostolate. They also provide leadership for junior development officers, as assigned. This position requires experience in development or related field, excellent written and verbal communication skills and a desire to grow in understanding of the fund development field. Additionally, this position requires the ability to work as an effective team member in a fast-paced, result-driven environment.

Responsibilities

- **Develops and maintains a portfolio of 75 Fund potential benefactors (i.e. potential benefactors with the capacity to give between \$25,000 – \$1,000,000 annually). Makes personal gift solicitations of these prospects and directs a solicitation to all prospects in the portfolio for the organization's Fund. Records all contact with potential benefactors in the constituent database**
- **Shares the mission of the organization and the joy of the Catholic faith with benefactors in order to encourage their own relationship with Christ**
- **Schedules and conducts face-to-face benefactor visits; Expects to travel 12-15 days per month, and 8-10 nights per month**
- **Develops and implements strategy and tactics regarding the development system in assigned region. Leads in the discovery, qualification, cultivation, solicitation and stewardship of gifts.**
- **Works in collaboration with other Development Officers on relationships with potential key benefactors**
- **Leads Directors of Philanthropy and junior Development Officers as assigned**
- **Meets regularly with supervisor and attends all appropriate meetings within the Mission Development Department and the Denver Support Center**
- **Provides strong, creative and energetic leadership and works selflessly to help the mission attain identified success factors**
- **Practices Catholic faith, and displays an operative understanding of how the Catholic Church is organized and be in good standing with the Church**
- **Attends Organization and community events as required**
- **Takes on additional responsibility as liaison for projects with other departments within the organization**

Fiscal Year Goals

- **Conducts 240 – 360 face-to-face benefactor visits each year (20 – 30/month)**
- **Achieves benchmark revenue objectives from national and regional goals**
- **Introduces planned giving to potential benefactorsa**

To apply, submit your resume to our website and contact Mette Mosquera at mette.mosquera@gmail.com if you have any questions.